Application Form and Document Checklist

It is the lead researcher’s responsibility to check the application is complete and is submitted with all the required supporting documents and permissions from outside organisations required for the study. At the end of the SHSC ethics application please make sure the following checklist is complete prior to submission. Incomplete applications will be returned to the researcher.

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| --- | --- |
| **Application must be complete**  *All relevant fields are complete* |  |
| **Application is submitted 4 weeks in advance of data collection**  *Please ensure that the date of data collection is clearly stated and allows for sufficient time for ethical review and any updates/amendments that may be required. Data collection should not start before ethical approval is given.* |  |
| **Includes a Participant Information Sheet (plain language summary) on headed paper**  *For examples we recommend that you use the HRA*[*: http://www.hra-decisiontools.org.uk/consent/*](http://www.hra-decisiontools.org.uk/consent/) |  |
| **Includes an Informed Consent Form on headed paper**  *For examples we recommend that you use the HRA:* [*http://www.hra-decisiontools.org.uk/consent/*](http://www.hra-decisiontools.org.uk/consent/) |  |
| **Includes protocol (as required)**  *Please see protocol template in list of ethics application documents* |  |
| **Includes Interview/Survey Questions/Audio/Video-recording/Poster/Debrief (as required)**  *Provide a copy of questionnaire; interview themes/online questionnaire URL or observation proforma (an indicative list can be sent, but final version must be sent as amendment prior to data collection if not provided in the initial application)*  *If audio/video-recording are used please make sure the permission is evidenced in the consent form*  *The recruitment poster, social media statement etc must include the researcher/supervisor contact details; statement that the named individual can be contacted for further information about project; and a statement that the study has received relevant ethical approvals*  *A debrief may be required for some studies in order to sign-post participants to relevant support services at the end of the study* |  |
| **Includes a privacy impact statement and privacy notice**  *It is mandatory to complete the privacy statement for participants. The form can be found at:* [*https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx*](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx) |  |
| **Has attached written permission(s) from relevant outside organisation(s) (as required)**  *Written permissions are required from external organisations to recruit participants, collect data or use of premises* |  |
| **Includes completed risk assessment form (as required)**  *Please see risk assessment template in list of ethics application documents* |  |
| **Includes relevant data management assessment form**  *It is mandatory to complete the relevant data management form for your study, please see:* [*https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/Data-Management-Plan.aspx*](https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/Data-Management-Plan.aspx) |  |
| **Includes data sharing agreement (as required)**  *If required please contact RIO and Governance offices for advice (i.e. use of secondary data sets, data sharing with other universities nationally or internationally)* |  |
| **Students require to provide an oath of confidentiality**  *Please see oath of confidentiality template in list of ethics application documents, please see:* [*https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx*](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx) |  |
| **The declaration is signed and dated** |  |
| **The Director of Studies/Supervisor(s) have read, signed and dated the declaration (student requirement)** |  |